

1149 Thistle Lane
Lebanon, OH 45036
513-934-0840
dana@treasuredlineage.com

Dana Ann Palmer, CG^R, CGL^R

Professional genealogist (certified) specializing in researching:
Ohio and Midwestern Research

Services & Fees

Research Service Includes as applicable:

- Review of information provided by client
- Formulation of work plan
- Research & analysis
- Written report of findings, including negative findings
- Recommendations for future research
- Copies, transcriptions, or abstracts of documents, as appropriate
- Evaluation of documents
- Translation of documents (optional; additional fee)

Retainer Fee

\$300 for four-hour minimum, payable in advance; other charges will be billed upon completion.

Hourly Fee

\$75 per additional hour for services described above. Research time includes travel and telephone and email consultations with client. Negative findings and unsuccessful searches are charged.

Reimbursable Expenses

Postage, photocopies, parking, long-distant telephone calls and faxes, computer charges, microfilm rental, other incidental expenses; travel expenses at the rate authorized by the IRS.

"CG" and "Certified Genealogist" and "CGL" and "Certified Genealogical Lecturer" are registered certification marks of the Board for Certification of Genealogists, and are used under license by board certified associates following periodic, peer-reviewed competency evaluations. Dana Palmer, CG certificate no. 993, CGL no. 47.

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Name: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

Please provide the following information; attach additional sheets as necessary

RESEARCH GOAL (S): _____

LIMITATIONS (time, collateral lines, historical period, etc): _____

FAMILY INFORMATION: To avoid being charged for duplicate work, please provide whatever information you have already compiled on the person or family to be researched. This should include family group sheets, ancestor / descendant charts, religious affiliations, known places of residence, dates and places of birth, marriage, death and other significant life events, sibling information, etc.

RECORDS: Please also include copies of records you have found (census, land, church, vitals, etc.)

AGREEMENT (please initial):

_____ Enclosed is a check made payable to **Dana Palmer** for the initial retainer fee of \$300 for a four-hour research block. Balance for additional time and / or reimbursable expenses are payable upon completion of the research, regardless of the results of the search. It is understood that the time leading to negative findings is also charged.

Check one

- ☐ Additional _____ hours are authorized.
- ☐ No additional hours are authorized.
- ☐ No time limitation (subject to change based on written request, prior to the completion of the work)

_____ I also hereby give permission for the use of research findings in lectures, published materials, and in the researcher's portfolio submitted periodically to the Board for Certification of Genealogists for renewal of certification.

Client Signature: _____ Date: _____

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Family Information

Family Group Record

[illegible]

Family Information

[illegible]

Family Information Sources

Please list the records you have found (census, land, church, vitals, etc.)

[illegible]